**10/7/13 Meeting Minutes**

Date: 10/7/13

Time: 8:00 am – 9:00 am

Attendees: Brian Stufflebeam, Joshua Newell, Kyle Nelson, Nicholas Reedy, Paul Carpenter, Phillip Bratt, Tim Wakeman, Trevor Hargraves

**Minutes**

Project Presentation – Our team will be giving a presentation on our project overview to Schou on Friday.

SOW Revision – Josh Newell and Phillip Bratt will be working on a revision of the statement of work.

Work Packets – Due to the nature of the work packets the minimum requirements on the work packet is work description, estimated cost, and total cost.

Email – Alexis Andreason sent an email about updates on Burgett’s side of the project. Tim Wakeman has forwarded the email to everyone on the team.